

NAVSTABREMINST 1330.1
Code B1
7 Jun 99

NAVAL STATION BREMERTON INSTRUCTION 1330.1

From: Commanding Officer, Naval Station Bremerton

Subj: NAVY SPONSOR PROGRAM

Ref: (a) MILPERSMAN 1810580
(b) OPNAVINST 1740.3

Encl: (1) Questionnaire for Personnel Completing a PCS Transfer, NAVSTABREM 1330/1(5-99)(Front) and (Back)
(2) Questionnaire for Sponsors, NAVSTABREM 1330/2(5-99)
(3) Welcome Aboard Message
(4) Sponsor Assignment Memorandum
(5) Sponsor Check-off Lists, NAVSTABREM 1330/3 (5-99)
(6) Sample Sponsor's Letter
(7) Sponsor Guidelines

1. Purpose. To publish information on the Sponsor Program at Naval Station Bremerton and Puget Sound Naval Shipyard.

2. Cancellation. This instruction replaces NAVYSHIPYDPUGETINST 1330.1A.

3. Background. Characteristics of Navy life include frequent moves. Whether this is a benefit or a drawback depends largely on how the Navy member and his/her family are treated through the various stages of their move. An enthusiastic and caring sponsor can remove a lot of stress from a permanent change of station transfer by helping the member and his/her family integrate into their new command and community. The Sponsor Program at Naval Station Bremerton and Puget Sound Naval Shipyard, following the guidelines in references (a) and (b), is designed to ensure that all reporting personnel are assisted in their moves by competent and caring sponsors.

4. Action

a. The Commanding Officer will:

(1) Designate in writing a Command Sponsor Program Coordinator, E-7 or above, per reference (b).

(2) Meet with both incoming personnel and their sponsors within 72 hours of their arrival to NAVSTA Bremerton.

7 Jun 99

b. The Executive Officer/Command Master Chief/NAVSHIPYDPUGET Operations Department Head will:

(1) Evaluate the effectiveness of the Command Sponsor Program using enclosures (1) and (2).

(2) Meet with both incoming personnel and their sponsors within 72 hours of their arrival to NAVSTA Bremerton or NAVSHIPYD Puget.

c. Department Heads will:

(1) Provide a Department Sponsor Coordinator to act as a single point of contact within their department to the Command Sponsor Program Coordinator.

(2) Assign personnel from each of their divisions (E-5 and above) to act as sponsors. These personnel will be coordinated through their departmental Sponsor Coordinator.

(3) Provide each of these sponsors with the necessary liberty to attend sponsor training and carry out their sponsor duties.

d. The Sponsor Program Coordinator will:

(1) Utilize the Family Service Center to the fullest extent possible in support of the Navy Sponsor Program.

(2) Receive a list of perspective gains and a copy of their Permanent Change of Station (PCS) orders from Military Personnel Check-In once per week.

(3) Send a welcome aboard message from NAVSTA Bremerton or NAVSHIPYD Puget as appropriate, (enclosure (3)), to each perspective gain.

(4) Contact perspective gain's assigned department's Sponsor Coordinator and based on rank and marital status, assign an appropriate sponsor from a prearranged list to all incoming and newly arrived personnel, using enclosure (4).

(5) Contact perspective gain at present command to obtain pertinent information to facilitate sponsor assignment using enclosure (5).

(6) Brief all enlisted sponsors to ensure they are cognizant of their responsibilities. Provide them a copy of this instruction, any pertinent information on the incoming member,

and assist with writing a handwritten letter for inclusion in the Welcome Aboard Package.

(7) Mail a Welcome Aboard Package including the sponsor's handwritten letter. Include a copy of NAVPERS 1330/2 (Sponsor Notification Form) and a pre-addressed postage paid envelope to speed the return of the NAVPERS 1330/2.

(8) Ensure the assigned sponsor is keeping in contact with the prospective gain via E-mail, telephone, or any other means available.

(9) Act as a secondary sponsor to assist with any needs the sponsor may not be able to handle.

(10) Assist all departing personnel in obtaining a sponsor at their new command.

e. Pass Liaison Representative will:

(1) Provide the Command Sponsor Program Coordinator with a list of prospective gains and a copy of the PCS orders on a weekly basis.

(2) Notify the Command Sponsor Program Coordinator immediately of any unplanned gains for expeditious assignment of a sponsor.

f. Sponsors will:

(1) Be an E-5 or above (for all prospective E-5s and below) and equivalent for E-6s and above.

(2) Attend Sponsor Training at the Family Service Center and be familiar with the contents of this instruction, available resources, the command, and local communities.

(3) Be of the same marital status as the prospective gain (if possible).

(4) Be available to assist the newcomer after arrival. Schedule leave or TAD to not interfere with the individual's responsibilities as a sponsor.

(5) Upon notification of sponsorship, contact the Command Sponsor Program Coordinator for the new arrival's pertinent information. Write a handwritten letter to the new arrival using enclosure (6).

(6) Keep in contact with prospective gain via letter,

NAVSTABREMINST 1330.1

7 Jun 99

E-mail, or telephone to answer any questions or facilitate any concerns/needs that may arise prior to and after arrival to NAVSTA Bremerton.

(7) After arrival, escort new member through the check-in process, attending the interview with the Command Master Chief, Executive Officer, and Commanding Officer as appropriate.

(8) Use enclosure (7) of this instruction as a checklist to ensure all necessary actions have been taken.

/S/

J. A. HOLDEN

Distribution:

NAVSTABREMINST 5216.1

List I and II

Copy to:

Shipyard Codes 1102.3, 1142.3